

COST FOR STORING 1 FILE CABINET OF RECORDS FOR 10 YEARS IN THE
RECORDS CENTER

(Computed on the basis of a 10 year amortization period
for the Building and Shelving Costs)

Shelving: 1 cab. = 8 cu.ft. Prorated shelving cost \$7.80
Present Building (40 cu.ft.)

$\frac{47.75}{60} = .79 \text{ per ft.}$

New Addition (60 M cu.ft.)
 $\frac{66.00}{60} = \$1.10 \text{ per ft.}$

Prorated cost:

$(.79 \times .4) + (1.10 \times .6) = \$.976 \text{ per ft.}$
 $8 \times \$.976 = \7.80

Box Cost:

11¢ ea. $\times 8 = \$.88$.88

Building Cost: *(10 YEAR AMORTIZATION)*

(Present) $\frac{245,675}{40,000} = \frac{\$6.15}{10 \text{ yr}} = \$.615 \text{ per yr.}$ 25.10

(Addition) $\frac{382,229}{60,000} = \frac{\$6.38}{10 \text{ yr}} = \$.638 \text{ per yr.}$

Prorated Cost:

$.615 \times .4 = .246$
 $.638 \times .6 = .383$
 $\underline{\hspace{1cm}} .629$

.5 sq. ft. for each cu. ft.

$.5 \times 8 \text{ (per cab.)} = 4 \text{ ft.} \times .629 \times 10 \text{ yr} = \25.10

Total

\$33.78

Personnel Service Cost for Storage of one cabinet of
records in the Records Center for 10 years

\$44.00

$\frac{\$55,000}{100,000 \text{ cu. ft.}} \text{ annual Salary} = \$.55 \text{ per ft.}$

10 yr $\times \$.55 = \$5.50 \text{ per ft. per 10 yr}$
8 cu. ft. per cab. $\times \$5.50 = \44.00

*All material attached
superseded by 29 April 1959
estimate*

5/6/59

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | INITIALS | DATE |
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| <input type="checkbox"/> | ACTION | <input type="checkbox"/> | DIRECT REPLY | <input type="checkbox"/> | PREPARE REPLY |
| <input type="checkbox"/> | APPROVAL | <input type="checkbox"/> | DISPATCH | <input type="checkbox"/> | RECOMMENDATION |
| <input type="checkbox"/> | COMMENT | <input type="checkbox"/> | FILE | <input type="checkbox"/> | RETURN |
| <input type="checkbox"/> | CONCURRENCE | <input checked="" type="checkbox"/> | INFORMATION | <input type="checkbox"/> | SIGNATURE |

Remarks:

Walter:

In response to your request of last week, there is attached information on relative cost of keeping a piece of paper in the office and in records center storage space.

FOLD HERE TO RETURN TO SENDER

| ADDRESS AND PHONE NO. | DATE |
|-----------------------|--------|
| 1607 Quarters Eye | 5/5/59 |

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